

HAP Funding Renewal Submission Checklist

Please submit the following at least 120 days before your HAP anniversary date:

1. If a rent increase is requested, submit a copy of the Proposed Rent Increase Notice issued to the residents. [View a PDF fillable Sample Notice](#). [PDF Fillable Instructions](#).
2. During the thirty-day, tenant notice posting period, respond to any tenant inquires as appropriate, and execute the “Owner’s Certification to Compliance with Tenant Comment Procedures,” once the 30 days posting period has expired. [View a sample form](#).
3. A Cover Letter describing whether the notice was posted or delivered. [View a sample form](#).
4. [Submit the HUD PDF fillable, OCAF Worksheet](#), and if applicable a budget. [PDF fillable Instructions](#).
5. If the property would like to request a budget based rent adjustment, submit the [HUD budget form 92547A](#) as well as the various requirements under Chapter 7 of the HUD 4350.1 .
6. [Rent Comparability Study](#) (RCS), *if applicable*.
7. If the property has a tenant paid utility allowance, you are also required to submit a tenant paid utility analysis. [Minnesota Housing tenant utility allowance policy](#).

Please note: MHFA does not intend this to be an all-inclusive list of federal requirements. Please review the Section 8 Guidebook to gain a full understanding of all requirements.